



# South Dakota Board of Nursing

South Dakota Department of Health  
722 Main Street, Suite 3; Spearfish, SD 57783  
(605) 642-1388; Fax: (605)642-1389; www.state.sd.us/doh/nursing

## Nurse Aide Application for Re-Approval of Training Program

All Nurse Aide (NA) Training Programs in South Dakota must be approved by the South Dakota Board of Nursing pursuant to ARSD 44:04:18:15. Approval status is granted for a two-year period. Written approval or denial of approval will be issued within 90 days after receipt of the application. Send completed application and supporting documentation to:

South Dakota Board of Nursing  
722 Main Street, Suite 3  
Spearfish, SD 57783

Name of Institution: Brookings High School Career+ Technical Education Center  
Address: 530 Elm Ave  
Brookings, SD 57006  
Phone Number: 605-696-4760 Fax Number: 605-696-4128  
E-mail Address of Faculty: Nita.Sachen@K12.sd.us

### Select option(s) for Re-Approval:

- ☒ Request re-approval without changes to program coordinator, primary instructor, supplemental personnel or curriculum
1. List personnel and licensure information
  2. Complete evaluation of the curriculum
- ☐ Request re-approval with faculty changes and/or curriculum changes
1. List personnel and licensure information, attach curriculum vitas, resumes, or work history for new personnel
  2. Complete evaluation of the curriculum
  3. Submit documentation to support requested curriculum changes

### 1. List Personnel and Licensure Information:

**Program Coordinator** must be a registered nurse with 2 years nursing experience, at least one of which is in the provision of long-term care services. The Director of Nursing (DON) may serve simultaneously as the program coordinator but may not perform training while serving as DON. (ARSD 44:04:18:10)

Name of Program Coordinator	RN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
<u>Nita R. Sachen</u>	<u>SD</u>	<u>R023697</u>	<u>2-7-2012</u>	<u>MMH 4/3/12</u>

- ☐ If requesting new Program Coordinator, attach curriculum vita, resume, or work history

**Primary Instructor** must be a licensed nurse (RN or LPN) with 2 years nursing experience, at least one of which is in the provision of long-term care services. The primary instructor is the actual teacher of course material. (ARSD 44:04:18:11)

Name of Primary Instructor	RN OR LPN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
<u>Nita R. Sachen</u>	<u>SD</u>	<u>R023697</u>	<u>2-7-2012</u>	<u>MMH 4/3/12</u>

- ☐ If requesting new Primary Instructor, attach curriculum vita, resume, or work history, and attach documentation supporting previous experience in teaching adults within the past five years or documentation of completing a course in the instruction of adults.

**Supplemental Personnel** may assist with instruction, they must have one year of experience in their respective field of practice, i.e. additional licensed nurses, social worker, physical therapist. (ARSD 44:04:18:12) If requesting new Supplemental Personnel, attach curriculum vita, resume, or work history.



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Supplemental Personnel & Credentials	LICENSURE/REGISTRATION			
	State	Number	Expiration Date	Verification (Completed by SDBON)
Clinical BVM Vicki Christal RN	SD	R034184	5/18/12	C. B. H. R. N.

2. **Complete Evaluation of the Curriculum:** Indicate compliance relative to each standard during the previous two years. Explain any "no" responses on a separate sheet of paper. (Pursuant to ARSD 44:04:18 07, the Department of Health may conduct an unannounced on-site visit to determine compliance with requirements.)

Standard	Yes	No
• Program was no less than 75 hours.	X	
• Provided minimum 16 hours of instruction prior to students having direct patient contact.	X - BVM	
• Provided minimum 16 hours of supervised practical instruction; instructor ratio did not exceed 8 students for one instructor.	X BVM	
• Provided instruction on each content area (see ARSD 44:04:18:15):		
• Basic nursing skills	X	
• Personal care skills	X	
• Mental health and social services	X	
• Care of cognitively impaired clients	X	
• Basic restorative nursing services	X	
• Residents' rights	X	
• Students did not perform any patient services until after the primary instructor found the student to be competent	X	
• Students only provided patient services under the supervision of a licensed nurse	X BVM	
• Your agency maintains a 75% pass rate of students on the competency evaluation (written and skills exam taken through the SD Healthcare Association).	X BVM	

BVM =  
Brookview  
Narrow

3. **Submit Documentation to Support Requested Curriculum Changes:**

Name of Course (if applicable): Phi - uses Diversified Health Occupations Curriculum

A variety of teaching methods may be utilized in achieving the classroom instruction such as independent study, video instruction, and online instruction.

- ☐ Submit reference list of teaching materials utilized (include name of book or resource, publisher, publication date, etc).

Submit documentation that supports requirements listed in ARSD 44:04:18:15, including:

- ☐ Behaviorally stated objectives with measurable performance criteria for each unit of curriculum
- ☐ Curriculum, objectives and agenda documenting the requirements for the minimum 75 hour course as follows:
  - ☐ A minimum of 16 hours of instruction prior to student having direct patient contact; the 16 hours must include:
    - ☐ Communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, respecting residents' rights.
  - ☐ A minimum of 16 hours of supervised practical instruction with enough instructors to ensure safe and effective care; the instructor ratio may not exceed eight students for one instructor.
  - ☐ Instruction in each of the following content areas (see ARSD 44:04:18:15 for more detail):
    - ☐ Basic nursing skills (including documentation) including: vital signs; height and weight; client environment needs; recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and caring for dying clients;
    - ☐ Personal care skills, including: bathing; grooming, including mouth care; dressing; toileting; assisting with eating and hydration; feeding techniques; skin care; and transfers, positioning, and turning;



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- ☐ Mental health and social services, including: responding appropriately to behaviors; awareness of developmental tasks associated with aging process; respecting personal choices and preserving client dignity, and recognizing sources of emotional support;
- ☐ Care of cognitively impaired clients, including: communication and techniques for addressing unique needs and behaviors;
- ☐ Basic restorative nursing services, including: self-care; use of assistive devices in transferring; ambulation, eating, and dressing; range of motion; turning and positioning in bed and chair; bowel and bladder care and training; and care and use of prosthetic and orthotic devices;
- ☐ Residents' rights, including: privacy and confidentiality; self-determination; reporting grievances and disputes; participating in groups and activities; security of personal possessions; promoting an environment free from abuse, mistreatment, and neglect and requirement to report; avoiding restraints.

Program Coordinator Signature: \_\_\_\_\_

*Pita R. Sachu*

Date: 12-14-11

**This section to be completed by the South Dakota Board of Nursing**

Date Application Received: <u>12/19/11</u>	Date Application Denied:
Date Approved: <u>2/7/12</u>	Reason for Denial:
Expiration Date of Approval: <u>Jan. 2014</u>	
Board Representative: <u>ABH/2012</u>	
Date Notice Sent to Institution: <u>2/7/12</u>	



# Brookings High School

"Committed to Excellence"

530 Elm Avenue  
Brookings, South Dakota 57006  
Phone 696-4100 Fax 696-4128

Paul von Fischer  
Principal  
Paul.vonFischer@k12.sd.us

Melinda Jensen  
Assistant Principal  
Melinda.Jensen@k12.sd.us

RECEIVED

FEB 01, 2012

SD BOARD OF NURSING

January 27, 2012

To: South Dakota Board of Nursing

From: Brookings High School CTE Instructor

Re: CNA Certification for Certified Nurse Assistant Program

This letter is intended to document the agreement between Brookings High School CTE and Brookview Manor. As the BHS CTE CNA course is approved for the classroom instruction (75 hours didactic) for students to become a certified nurse assistant, Brookview Manor will be the site available for clinical instruction and testing needed for certification. As the CTE course is a full year course, students will need to finish both semesters to be eligible for clinical instruction and testing. Per ARSD 44:04:18:15, a minimum of 16 hours of supervised practical instruction with enough instructors to ensure safe and effective care must be completed at BVM prior to testing; the instructor ratio may not exceed eight students for one instructor. With regard to the supervision of students: Per ARSD 44:04:18:13, students in a nurse aide training program may not perform any services unless they have been trained and found to be proficient by the primary instructor. Students in a training program may perform services only under the supervision of a licensed nurse (RN and/or LPN). Vicki Creswell, a Registered Nurse at Brookview Manor, has agreed to organize and teach students during their required clinical hours.

Mrs. Nita Sacken, B.S., R.N.

Instructor

Brookings High School

530 Elm Avenue

Brookings, SD 57006

605-696-4760

Vicki Creswell, R.N.

Staff Development Instructor

Brookview Manor

300 22<sup>nd</sup> Avenue

Brookings, SD 57006

605-692-6351

*Handwritten note:*  
Jensen  
2/1/12